

---

# **Sustainability Report and Sustainability Plan Update**

---



Ecology Publication No. 04-07-037  
November 2004  
Department of Ecology  
Solid Waste and Financial Assistance Program

For additional copies of this document, contact:  
Department of Ecology  
Solid Waste & Financial Assistance Program  
PO Box 47600  
Olympia, WA 98504-7600  
Telephone: (360) 407-6129

*The Department of Ecology is an equal-opportunity agency and does not discriminate on the basis of race, creed, color, disability, age, religion, national origin, sex, marital status, disabled-veteran's status, Vietnam-era veteran's status or sexual orientation.*

To receive this document in alternate format, contact  
Ecology's Solid Waste & Financial Assistance Program  
At 360-407-6900 (Voice), 711, or 1-800-833-6388 (TTY).

**Original printed on recycled paper containing  
30% post-consumer waste using vegetable-based ink.**



# Washington Department of Ecology Fiscal Year 03-04 Sustainability Plan Progress Report

## Section I: Agency Information, Policy and Goals

### Agency contact information and responsible agency staff:

Jay Shepard  
Department of Ecology  
P. O. Box 47600  
Olympia WA 98504-7600  
Telephone: 360 407-7040  
E-mail: [jshe461@ecy.wa.gov](mailto:jshe461@ecy.wa.gov)

### Ecology's Mission and Goals

Ecology is Washington's principal environmental management agency. Our mission is to protect, preserve and enhance Washington's environment, and promote the wise management of our air, land and water. Our goals are to:

- Prevent pollution;
- Clean up pollution, and
- Support sustainable communities and natural resources.

### Guiding Principles of Sustainability

These eight principles, developed by the agency Sustainability Team and authorized by Senior Management, provide a framework to guide Ecology toward sustainable solutions. They are intended to serve as overarching themes for the entire Agency and should not be viewed in isolation but as interdependent on one another.

- There is inter-dependence between ecological, economic and social factors in achieving sustainability.
- The concept of waste can and should be eliminated.
- Healthy natural systems are the basis for sustainable communities and economies.
- Future generations should be equal partners in decision making.
- Local decisions have regional and global implications.
- Incentives are necessary to create sustainable behavior.
- Investment in the design phase of a process or product drives sustainable outcomes.
- Human relationships and a collaborative approach lead to sustainable solutions.

## Agency Sustainability Policy

Ecology adopted Policy 1-35 “Affirming Ecology’s Commitment to Sustainability” on December 12, 2003. (Appendix A). The policy is based on Executive Order 02-03, the agency’s enabling legislation - RCW 43.21A, the State Environmental Policy Act - RCW 43.21C, the Model Toxic Control Act - RCW 70.105D and the Washington Department of Ecology Sustainability Plan. The policy states the agency’s commitment to implement the sustainability plan the intentions of its enabling legislation related to sustainability. The policy applies to all activities at all facilities of the Department, including the following:

- Facilities management;
- Operations support;
- Community support; and
- Program implementation.

## Long Range Sustainability Goals

- Goal I: Provide healthy and safe work environments complementary to host eco-systems.
- Goal II: Carry out agency operations and support services sustainably
- Goal III: Support Sustainable Communities
- Goal IV: Integrate sustainability principles into the agency’s rules, policies, and practices.
- Goal V: Institutionalize sustainability as an agency value and raise employee awareness of sustainable practices in the workplace.

## Section II: Progress Report – Highlights, Hindrances and Hopes

The agency’s Sustainability Plan is being updated and will be sent to the Governor’s Office upon completion. The new plan will include a status column reporting on each strategy that has been under taken here at Ecology. However, it will not fully convey details of our sustainability accomplishments to date. Therefore, we have highlighted them here, organized by long range goal.

### **Goal I: Provide healthy and safe work environments complementary to host eco-systems.**

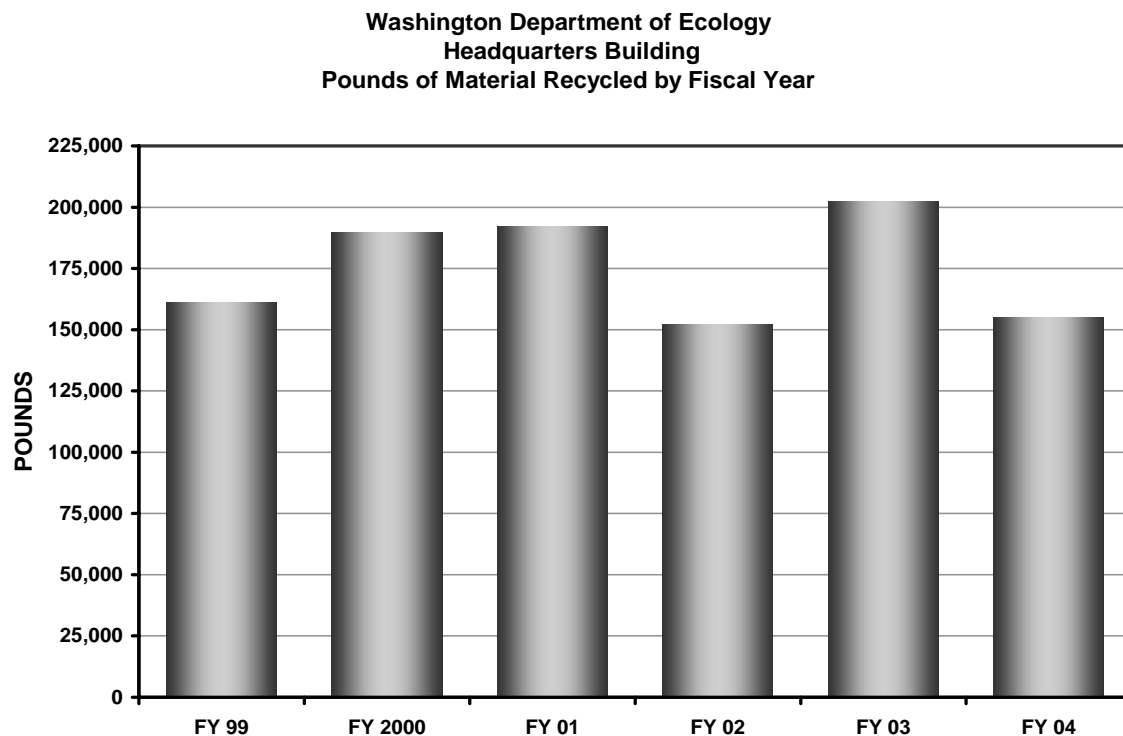
**SUSTAINABLE ENERGY:** The department has been successful in accomplishing many of the strategies to meet this goal. Agency management agreed to purchase “green energy.” As part of the agency budget, four percent of the agency’s electricity will be green energy. Following the recommendations in the “Pathways to Sustainability” study, an additional four percent will be added each year over the next twenty-five years, at which time the agency will be meeting all its electricity needs from sustainable sources.

**INDOOR ENVIRONMENT:** Over three million dollars were invested in the headquarters building in Lacey to improve the buildings indoor environment. Problems with the air and heating systems were identified and corrected. Janitorial practices were improved to assure use of safe cleaning products. Employees will be instructed on how to minimize their impact on indoor air quality. All cleaning products must be approved by Building Services. Environmentally safe cleaners and washable/reusable cleaning cloths have been distributed throughout the building for staff to use to clean work areas.

**LEED – EB:** Administrative Services applied for and was accepted into the National Green Building Council (USGBC) Leadership in Energy and Environmental Design for Existing Buildings pilot project (LEED – EB). This is a new certification program being developed by the USGBC that recognizes excellence in ongoing management and improvements to existing buildings. A rigorous application package was required and submitted to the USGBC for their consideration. While Ecology has yet to receive certification, we understand that it will be awarded soon.

The headquarters building will be the first state building in Washington to receive the certification. We hope to seek certification for the other buildings that Ecology owns in the future.

**SOLID WASTE MANAGEMENT:** The agency remains committed to assuring recycling services are utilized when available at all facilities. The headquarters building was design with recycling stations throughout. All paper grades, corrugated containers, batteries, compact discs, floppy discs, Tyvek, film plastic, foam packaging, and some food wastes are being diverted for recycling. Building Services has been most aggressive in this area for the Lacey building and the results show in waste diverted.



Of note, is that significant progress has been made on the development of a food waste and paper towel composting system for the headquarters building. It is currently in the design stages. When operational, we expect to utilize the compost product on the building grounds and it will be managed by the grounds maintenance contractor. This will further reduce our solid waste generation and the ongoing costs associated with disposal.

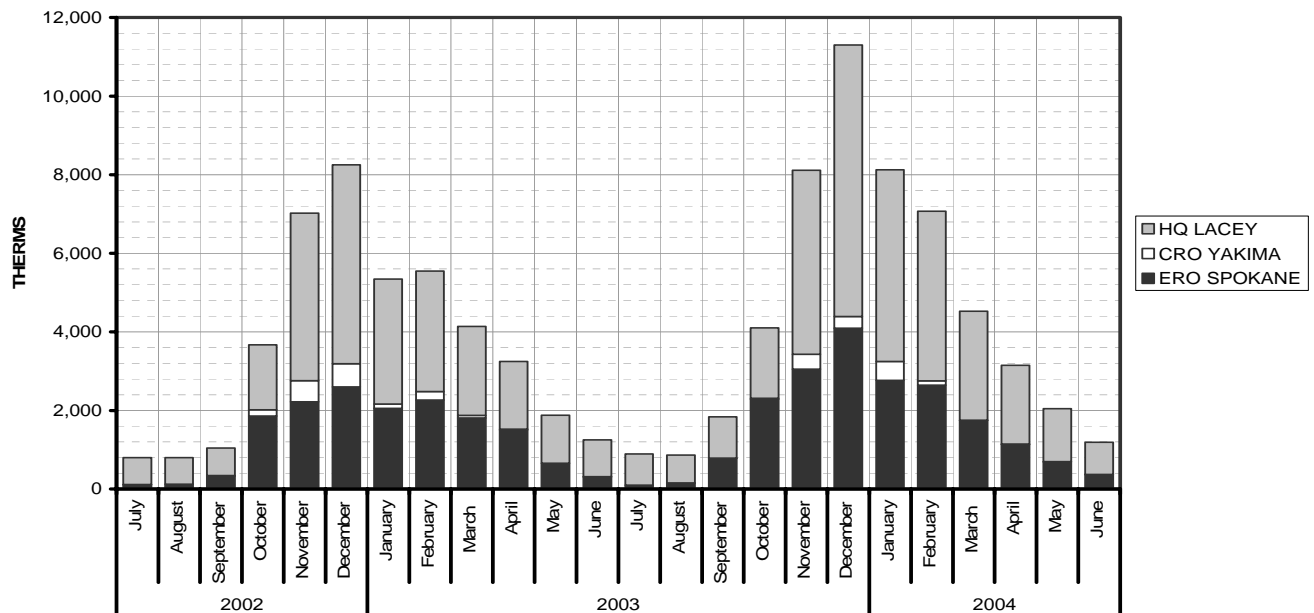
Regional offices have varying degrees of recycling service available, yet staff remains committed to ensuring that maximum recycling of office generated wastes occurs.

**ENERGY CONSERVATION:** The agency continually seeks opportunities to reduce energy consumption at all of its facilities. The headquarters building in Lacey, Washington was built with the environment and energy conservation in mind. Even though it was built in the early 1990s, the building has features that are still considered leading edge. Here are a few of the features:

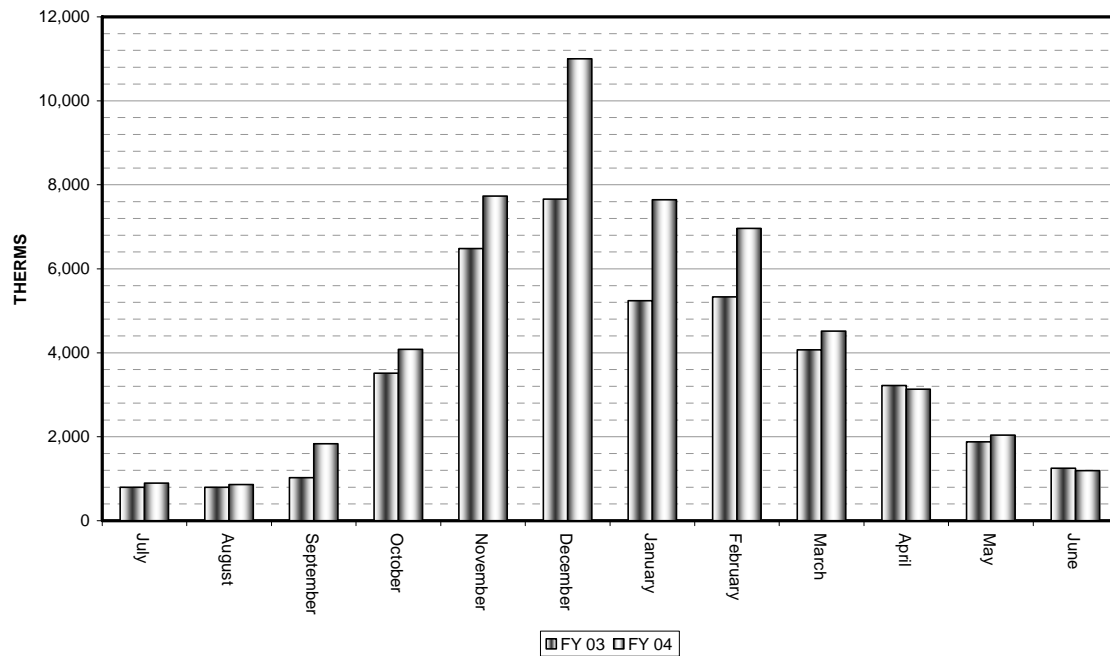
- The building has a south facing orientation, taking advantage of passive solar energy gain;
- Day-lighting is part of the design, with an atrium down the middle of the building that provides natural light to the north half of the building, while south facing windows provide light to the southern half of the building;
- Lighting needs are monitored. When the sun is shining in, the electrical lighting in the building dims down;
- Double lock entries are on the main entrances to the building, reducing heating and cooling losses.

This past year the Eastern Regional Office was upgraded with energy efficient windows and the heating system was replaced. This will realize significant energy savings by that building over time.

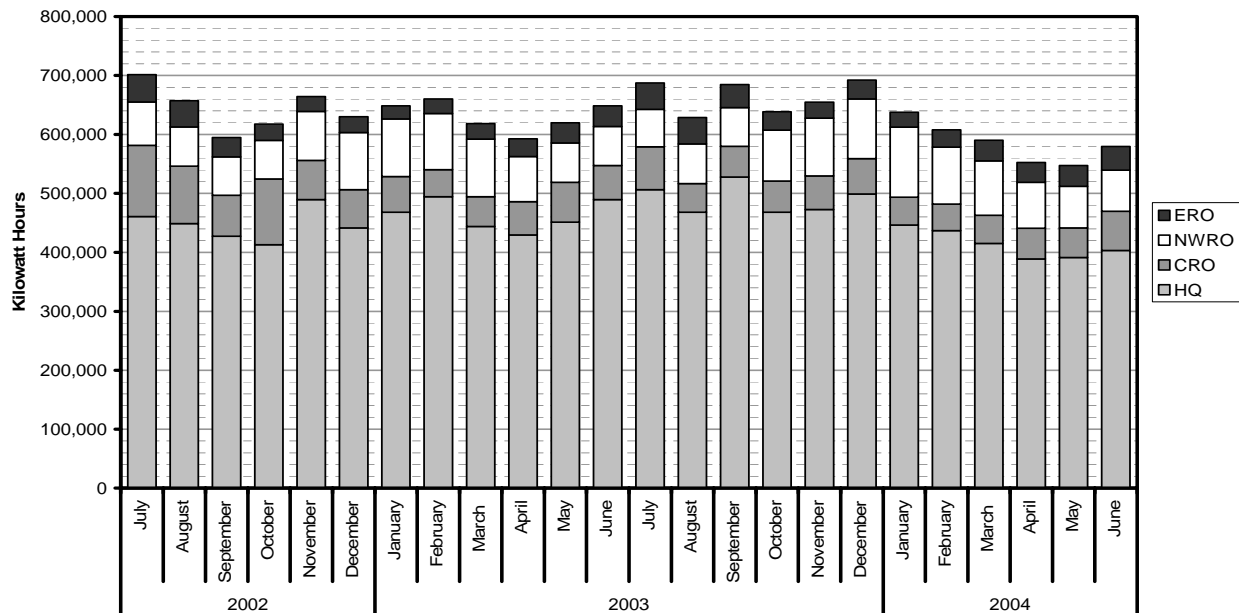
**Washington Department of Ecology  
Natural Gas Consumption at Major Facilities  
FY 03 and FY 04**



**Washington Department of Ecology  
Natural Gas Consumption All Facilities**

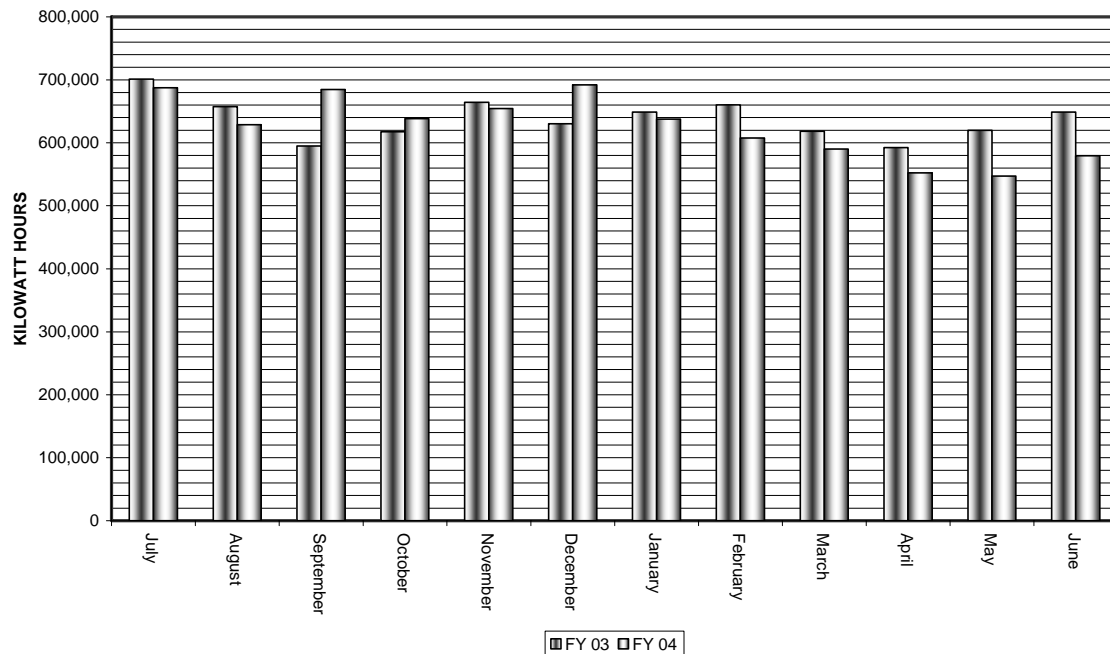


**Washington Department of Ecology  
Electricity Consumption - All Major Facilities  
FY 03 and FY 04**





**Washington Department of Ecology  
Electricity Consumption - All Facilities**



**Goal II: Carry out agency operations and support services sustainably**

**VEHICLE FLEET:** The department's vehicle fleet is changing. Last biennium we were among the first agencies to purchase hybrid cars for staff to use. We have nearly tripled our hybrid fleet over the past year, increasing from eleven to thirty the number of hybrids available for staff use.

**PROCUREMENT:** 100% post consumer recycled content copy and printing paper that is process chlorine free is now the standard paper used in the department's copiers and printers. The quality and function of the paper, made by Grays Harbor Paper in Aberdeen, Washington, has met all expectations, even from the skeptical. The paper has a slightly higher cost than the 30% recycled content paper that the agency was using. The agency has committed to reduce paper consumption in order to balance the additional cost with available funds. (See section IV. A. below for details).

**BIO-DIESEL:** The headquarters building back-up power is provided by a diesel generator that is powered by a Detroit Diesel engine. The tank is four thousand gallons in size and the need to refill has not come about within the last year. The agency is committed to purchasing B20 bio-diesel when the tank is filled.

The Environmental Assessment Program operates a boat with a diesel engine. The program is seeking a source of bio-diesel to fuel that boat.

**Goal III: Support Sustainable Communities**

This is one of our "stretch goals." It is a fertile ground for the department to work with local communities throughout the state in order to help them achieve their own sustainability objectives. Local land use, transportation and economic development planning efforts can significantly impact environmental resources. The agency can help reduce those impacts and help streamline permitting and review processes by increasing the assistance given during the planning process, thereby minimizing surprises during permitting.

Additionally, Ecology as a major employer in the communities where it has offices, has a corporate responsibility to those communities. As such, the agency needs to get involved in the communities as a corporate citizen. The agency is a leader in the state's Combined Fund Drive. Annual holiday drives to help needy families is also a tradition held by Ecology employees. These efforts should be continued and other opportunities should be explored to demonstrate Ecology's commitment to livable communities.

Of note, is the agency's commitment to commute trip reduction. While this directly relates to Goal II, it also applies here in Goal III. The department has been aggressive in encouraging staff to utilize the alternative transportation services provided by local jurisdictions. Many staff use bus services and Van Pools offered by local transit systems, helping to reduce the demand on local roads and streets.

#### **Goal IV: Integrate sustainability principles into the agency's rules, policies, and practices.**

**PROGRAM PLAN REVIEW:** All annual and biennial program plans were reviewed for sustainability activities. While some programs explicitly identified work activities related to sustainability, all program plans contained activities that contribute to achieving the agency's third goal.

**AGENCY STRATEGIC PLAN:** Worth highlighting, the agency's strategic plan, developed for the upcoming biennium, not only highlighted this sustainability plan, but has it fully integrated.

**BEYOND WASTE:** The Solid Waste and Financial Assistance Program and the Hazardous Waste and Toxic Reduction Program have been developing state waste management plans under the combined umbrella of "Beyond Waste." Beyond Waste starts with a shared long term vision for the state that moves us from a consume and dispose society to one that is based on materials management, in order to maximize utilization of resources. Beyond waste is rooted in the principles of social equity, economic well being and environmental stewardship. More can be read about Beyond Waste at <http://www.ecy.wa.gov/beyondwaste/>

#### **Goal V: Institutionalize sustainability as an agency value and raise employee awareness of sustainable practices in the workplace.**

**EARTH DAY:** Earth Day 2004 found Ecology celebrating the day in a different way from the past. The day was dedicated to employee training around sustainability. Keynote speakers included Dayna Baumeister from the Biomimicry Guild who spoke on the subject of Biomimicry and Alan Durning, Director of the Northwest Environment Watch who presented the "Cascadia Scorecard." There were breakout workshops as well covering topics like economic and the environment, sustainable agriculture, vermiculture composting and more. While the attendance was lower than hoped, those that did attend were fully engaged and supportive of like training in the future.

**SUSTAINABILITY POLICY:** The agency's new sustainability policy developed in response to the Governor's Executive Order received input from staff through the policy adoption process. Once adopted, the policy was sent by all staff by the director.

**ARTICLES IN "ECO-LINK":** Sustainability Team members write articles for the agency's newsletter, Eco-Link. A standing feature in the newsletter, The Blue Planet Report, is dedicated to articles related to sustainability. Based on feedback to the authors on the articles, these regular articles are appreciated by staff and they look forward to reading them.

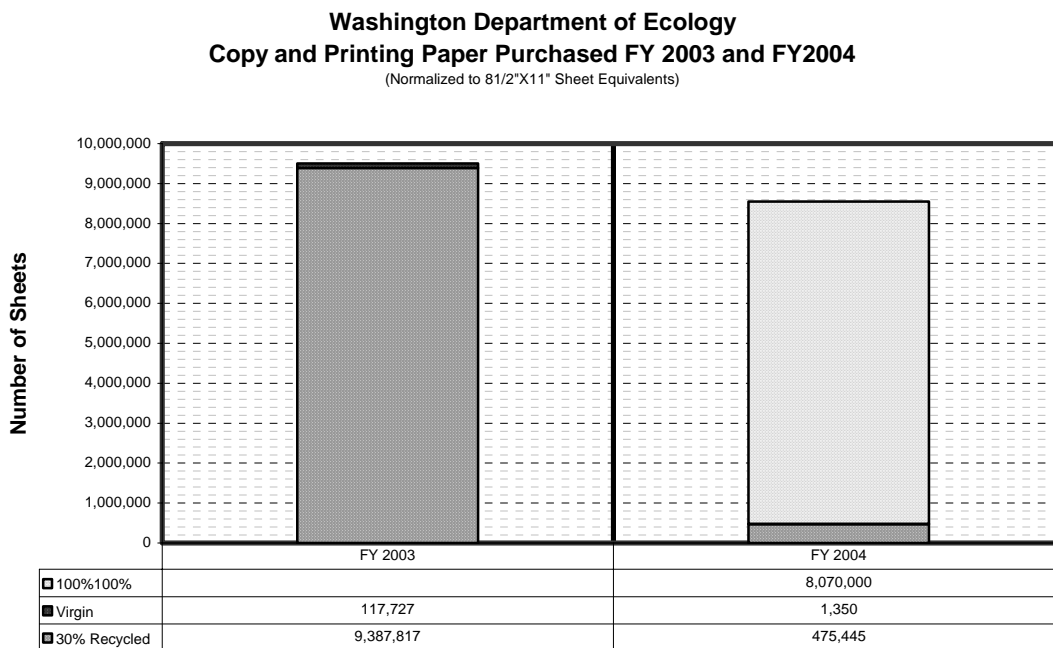
## Section III: Communication and Education

See Goal V above for highlights.

## Section IV: Statewide Performance Measures

### A. Copy Paper Use, by quantity and paper type

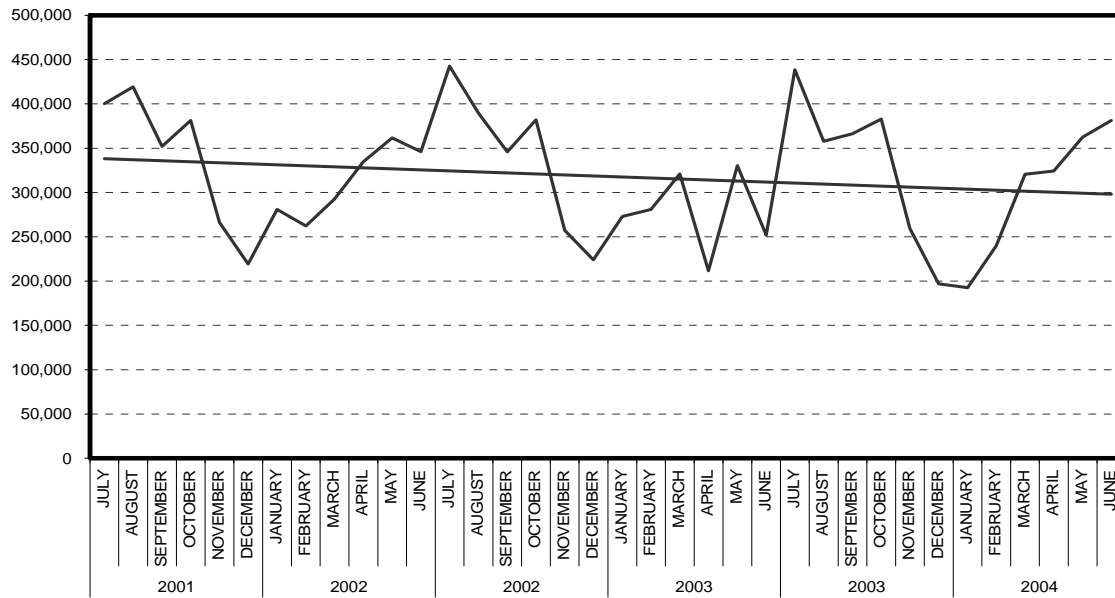
The Agency committed to purchasing and using 100% post-consumer recycled process chlorine free paper for all copy and printing needs. To cover the additional cost, the director issued a challenge to all employees to reduce the amount of paper used through duplex copying, utilization of electronic files for reviewing and editing draft documents and minimizing meeting handouts. The results are reflected below.



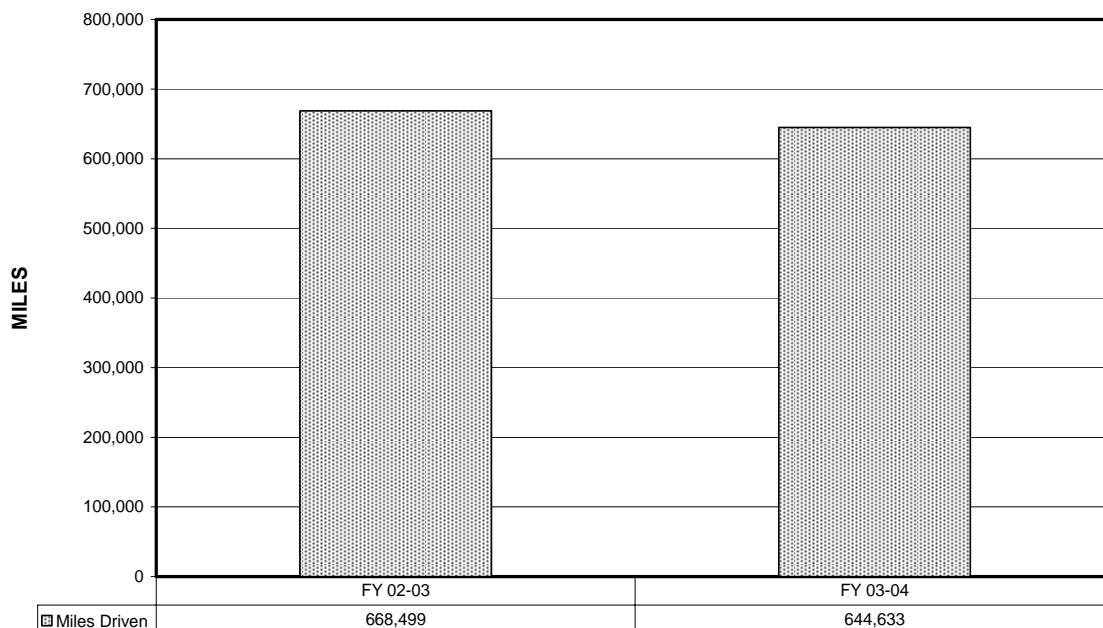
## B. Vehicle Miles Traveled

The agency drives approximately four and a half million miles per year as we protect the air, water and land of the state. While the trend over the last three fiscal years is downward, FY 04 we show an increase over FY 03. Personally owned vehicle miles are based on expenditures and not actual miles recorded, therefore they should be seen as estimates only.

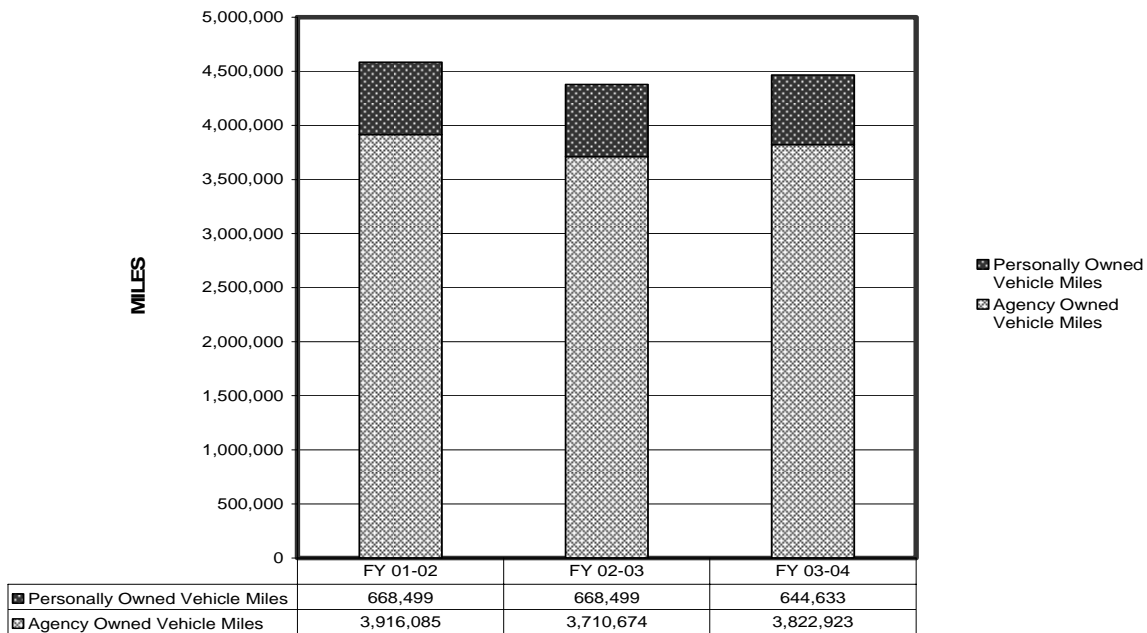
**Washington Department of Ecology  
Agency Owned Vehicle Miles Traveled  
July 2001 through June 2004**



**Washington Department of Ecology  
Personnally Owned Vehicle Miles  
Driven on Ecology Business By Fiscal Year**



**Washington Department of Ecology  
Total Vehicle Miles Driven by Fiscal Year**



**C. Fuel Purchases**

Ecology purchased over 200,000 gallons of fossil fuels in FY 2004. These fuels were used primarily for motor vehicle transportation. An unknown amount of the total was used in the Environmental Assessment Program boats and for equipment such as chain saws used by the Washington Conservation Corps.

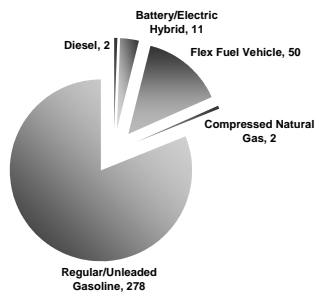
Fuel Product	Gallons
COMPRESSED NATURAL GAS (CNG)	81
DIESEL	792
MARINE	20
UNLEADED	205,288
UNLEADED PLUS	2,934
UNLEADED SUPER	1,961

**D. Average Fuel Efficiency of Vehicles in Agency Fleet**

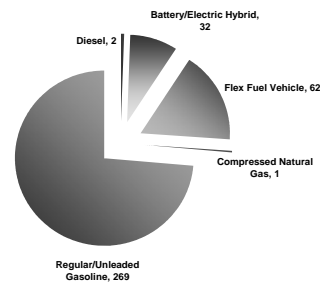
MPG City	MPG Hwy	MPG Combined
17.2	21.5	18.9

As shown in the pie charts below, the agency has nearly tripled the number of hybrid vehicles in the fleet over the past year. Alternative fuel vehicles remain a key part of the fleet as well.

Washington Department of Ecology  
Vehicle Fleet by Fuel Type FY 02-03



Washington Department of Ecology  
Vehicle Fleet by Fuel Type FY 03-04



It is important to note here, that the federal flex-fuel requirements for fleets do no good here in Washington as alcohol blended fuels are not available. Simply buying a car because it is required while the intent behind that requirement can not be met makes no sense. The state should demonstrate some leadership in this arena and initiate whatever actions are necessary to exempt itself for this requirement.

The state would be better served by supporting the developing bio-diesel fuels industry in Eastern Washington using oil crops raised here in the state. We should procure vehicles with diesel engines that can burn that fuel, rather than the “flex-fuel” variety that we now purchase.

## Section V: New or Updated Goals and Objectives

As mentioned in Section II above, we are updating the agency sustainability plan and will advance it to the Governor’s Office upon completion. It will contain additional activities seen to be next steps for Ecology to meet our sustainability goals and objectives. Strategies from the former plan that were seen as impractical or no longer relevant will be removed.

## **APPENDIX A**

### **Ecology's Sustainability Policy**



# Executive Policy

## Chapter 1: Executive Policy and Procedure

## Policy 1-35

*Resource Contact:* Sustainability Plan Coordinator

*Effective:* December 12, 2003

*References:*

[Executive Order 02-03](#)

*Revised:* November 26, 2003

RCW 43.21A

RCW 43.21C

RCW 70.105D

[Washington Department of Ecology](#)

[Sustainability Plan](#)

## Affirming Ecology's Commitment to Sustainability

---

**Purpose:** To state the agency's commitment to implement the sustainability plan required by Executive Order 02-03, and to state the intentions of its enabling legislation related to sustainability.

**Application:** This policy applies to all activities at all facilities of the Department, including the following:

- Facilities management
- Operations support
- Community support
- Program implementation

### 1. Ecology is Entrusted to Lead the State's Sustainability Efforts.

---

Ecology's sustainability policy is rooted in historic legislative direction to the agency and by the Governor's Executive Order (02-03) on Sustainability. The legislative intent and policy of environmental law is rooted in the basic concepts of sustainability. The agency's goal, "foster sustainable communities," is the operating principle that guides our efforts. The agency is entrusted by the Legislature to lead the restoration of the state's damaged environment.

### 2. Establishing Ecology's Fundamental Values Relating to Sustainability.

---

The Department of Ecology, as created by Chapter 43.21A RCW, is state government's primary trustee of the environment, now and for succeeding generations. Its policy, as clearly stated in Chapter 43.21C RCW, the State Environmental Policy Act, is to:

- assure for all people of Washington safe, healthful, productive, and aesthetically and culturally pleasing surroundings;
- attain the widest range of beneficial uses of the environment without degradation, risk to health or safety, or other undesirable and unintended consequences;
- preserve important historic, cultural, and natural aspects of our national heritage;



## Policy 1-35: Affirming Ecology's Commitment to Sustainability

---

- maintain, wherever possible, an environment which supports diversity and variety of individual choice;
- achieve a balance between population and resource use which will permit high standards of living and a wide sharing of life's amenities; and
- enhance the quality of renewable resources and approach the maximum attainable recycling of depletable resources.

To realize this policy through our work, the agency will:

- foster and promote the general welfare;
- create and maintain conditions under which people and nature can exist in productive harmony; and
- fulfill the social, economic, and other requirements of present and future generations of Washington citizens.

### **3. Ecology Employees Will Have Access to Education and Training in Sustainability Principles and Practices.**

---

These principles and practices will be incorporated in carrying out daily work.

### **4. Ecology Establishes Sustainability Objectives and a Biennial Sustainability Plan.**

---

According to the Governor's Executive Order 02-03, Ecology must establish sustainability objectives and prepare a biennial sustainability plan. The plan focuses on modifying the agency's practices regarding resource consumption; vehicle use; purchase of goods and services; and facility construction, operation and maintenance. Ecology will also develop strategies focused on its corporate stewardship responsibilities related to the agency's host communities, and strategies focused on programs integrating sustainability principles into Ecology's environmental work.

Following the initial plan, due to be completed by September 1, 2003, subsequent plans will be completed by September 1 each even-numbered year thereafter.

### **5. Progress Reports Must be Submitted to the Office of Financial Management.**

---

The first annual progress report will be submitted to the Office of Financial Management by October 15, 2004. All subsequent annual progress reports will be submitted each October 15 thereafter.

Approved:



Linda Hoffman  
Interim Director

[Return to Table of Contents](#)